

POSITION DESCRIPTION**NR6****Town of Needham****Assistant Director, Public Library****7/96**

Duties:

Under the general supervision of the Library Director, provide support in the overall management of the Library.

Assist the Library Director in administrative, professional, and supervisory duties; confer with Director on matters of policy and established goals; implement policies devised by the Board of Trustees and the Director; notify the Director of any developments affecting morale, public opinion, and regarding individual staff problems; and recommend and implement plans of action.

Assist with preparation of the annual budget; prepare monthly statistical reports reflecting budget appropriations; keep trust fund accounts and prepare corresponding reports; complete annual report form for Massachusetts Board of Library Commissioners; and serve as secretary to the Board of Trustees.

Gather data and prepare reports quantifying various operations of the Library; evaluate current and proposed procedures; screen candidates, assist Director with job interviews; maintain personnel records; and prepare staff schedules.

Assume responsibility for the Laura G. Willgoose Archival Collection including the Needham History file and picture collection; and assume responsibility for book collection and maintenance in specific subject areas.

Assume responsibility of the Library in the absence of the Director; represent the Director at meetings; and represent the Needham Library on the Minuteman Library Network Collection Development Committee.

Coordinate volunteer programs; index Needham newspapers; assume responsibility for managing and collecting overdue materials after final notice is sent; select and coordinate nursing home and senior center book deposits; write procedural manuals; maintain missing materials lists; and perform other related duties as required.

Basic Knowledge:

Duties require a Master's degree in Library Science.

Experience:

Position requires three to five years of experience in library service.

Independent Action:

Incumbent functions independently within broad scope of Library policies and goals, referring matters not covered by an established policy to the Library Director.

Supervisory Responsibility:

Provide supervision for up to twenty-one (21) FTE's.

Physical and Environmental Standards:

- Normal office environment with high public traffic volume, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.

ASSTLIBR.